



## OFFICE OF THE MUNICIPAL CLERK

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DATE: October 19, 2017

TO: Mayor and Assembly

FROM: Laurie Sica, Municipal Clerk

SUBJECT: 2018 Assembly Calendar

After each election, the Assembly elects a Deputy Mayor, approves new Committee and Liaison assignments, and adopts the next year's meeting calendar. Mayor Koelsch did not hear any comments about the committee assignments he distributed, so finalized the attached matrix. A draft 2018 calendar is also attached for your review and approval.

This draft calendar is not set in stone, but follows a pattern established over the past several years, based on charter and code requirements, holidays, and various events, such as Southeast Conference and Alaska Municipal League meetings. It seems to work, but it can be changed to work better if you so desire.

Charter Section 3.12. – Meetings, states:

- (a) The assembly shall hold at least one regular meeting every month at such time and at such place as it may prescribe.

For years, the assembly met every other Monday. In 2006, we established a pattern of every third Monday, in order to allow more time between meetings to accomplish the work of staff and Assembly. The Standing Committees chose an alternate Monday for meetings and the third Monday in the rotation was intended for additional public hearings, appeals, or just a night off.

Standing Committee chairs may wish to check with the members to make sure that this calendar works for all, and offer changes if necessary for adoption by the full Assembly at the October 23 Committee of the Whole meeting.

Once a calendar is approved, we will schedule all other meetings, such as advisory and enterprise boards, onto the calendar. The Assembly always has "bumping rights" for meeting space in City Hall.

If you have any questions, please contact the Clerk's Office.

## 2017-2018 Assembly Committee and Liaison\* Appointments

	Human Resources	Lands	Public Works and Facilities	Committee of the Whole	Finance	Facility Project Team (Joint Assembly/School Board)	Mining Sub-comm.	Attorney/Manager Pay Subcomm.	Board & Committee Liaisons & Other Assignments
<b>Mayor Koelsch</b>				Member	Member				JEDC, AK Committee, Capitol Committee
<b>Mary Becker</b>		<b>Chair</b>		Member	Member	<b>Chair</b>			JEDC (alt), Chamber, Travel Juneau, <u>Airport</u>
<b>Rob Edwardson</b>	Member	Member		Member	Member				<u>Docks &amp; Harbors</u> , Sustainability, LEPC
<b>Maria Gladziszewski</b>	<b>Chair</b>		Member	Member	Member		Member		<u>Hospital Board</u> , Housing Commission
<b>Norton Gregory</b>	Member		Member	Member	Member		<b>Chair</b>		<u>Eaglecrest Board</u> , PRAC
<b>Loren Jones</b>			<b>Chair</b>	Member	Member			Member	DBA, JSD, Willoughby Arts Complex
<b>Jesse Kiehl</b>	Member			Member	<b>Chair</b>	Member			UAS, Willoughby Arts Complex, AML
<b>Jerry Nankervis</b>		Member		<b>Chair</b>	Member	Member		Member	Deputy Mayor, alt. Alaska committee
<b>Beth Weldon</b>		Member	Member	Member	Member		Member	Member	<u>Aquatics</u> , Planning Commission
<b>Assembly Standing Committee Liaisons</b>		Planning Commissioner, PRAC, Docks & Harbors	Planning Commissioner			School Board Members: Chair Brian Holst, Joshua Keaton			

\* "Liaison" is defined as "the person who initiates and maintains contact between units in order to ensure concerted action and cooperation."

Mayor Koelsch is ex-officio on all CBJ committees.

All Assemblymembers are members of the Alaska Municipal League (AML) and of Southeast Conference.

All Assemblymembers are members of the Committee of the Whole (COW) and Finance Committee (AFC).

Enterprise Board Liaison Assignments are underlined

2017-10-17 - Koelsch

# 2018 CBJ Assembly Meeting Calendar

<b>January</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>February</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<b>March</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>April</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>May</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>June</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>July</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>August</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>September</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>October</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>November</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>December</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

## Regular Assembly Meetings

- ◆ January 8
- ◆ January 22
- ◆ February 12
- ◆ March 5
- ◆ April 2
- ◆ April 23
- ◆ May 14
- ◆ June 4
- ◆ June 25
- ◆ July 23 (last reg. meeting to intro a ballot ordinance)
- ◆ August 13 (last reg. meeting to adopt a ballot ordinance)
- ◆ September 17
- ◆ October 15 (Assembly Reorganization Meeting)
- ◆ November 5
- ◆ November 26
- ◆ December 17

- Reg. Assembly & HRC Meetings
- PWFC, Lands & Assembly COW
- Finance Committee
- Holidays

## SPECIAL EVENTS & CONFERENCES

Jan. 17 Legislative Reception  
March \_\_\_\_ SE Conf. Mid-Session Summit  
Sept. \_\_\_\_ SE Conf. Annual Mtg. Haines  
Oct. 9 CBJ Election Certified  
Feb. 20-22 AML Mid-Session Summit  
Aug. 21-24 AML Summer Meeting, Denali Borough  
Oct. 2 CBJ Election Day  
Nov. 12-16 NEO/AML & Affiliated Groups, Anchorage  
*[State of Alaska Election Dates: Primary Election Aug. 21, General Election Nov. 6]*